

**Ludowici Roof Tile, Inc.**

**CALIFORNIA CONSUMER RIGHTS REQUEST FORM**

If you are a California resident, California law may provide you with additional rights regarding our use of your personal information. As a California resident, or a person authorized to act on behalf of a California resident, you can use this form to submit a request.

In order to make a request from Ludowici Roof Tile, Inc. with respect to your personal information, please complete the form below and return it to: *ccpa@ludowici.com*.

**I. California Consumer and Contact Information**

**Please provide the consumer's information in the space provided below. If you are making this request on the consumer's behalf, you should also provide your name and contact information in Section II below.**

We will only use the information you provide on this form to respond to your request.

<b>First and last name:</b>	
<b>Any other names that you have been known by:</b>	
<b>Mailing address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

**II. Requests Made on a California Consumer's Behalf**

Please complete this section of the form with your name and contact details if you are acting on the California consumer's behalf.

<b>First and last name:</b>	
<b>Mailing Address:</b>	
<b>Telephone number:</b>	

<b>Email address:</b>	
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**III. Information Requested**

Please describe the circumstances under which you believe we have collected personal information about you or the person you are making the request for (for example, to enter a contest or promotion or to submit a complaint about a product).

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request “all information about me”).

Method by which you would like to receive information that you requested:

\_\_\_ Email

\_\_\_ Mail

**IV. Type of Request –Choose all that apply**

<p><b>Abbrievated access request</b></p> <p><i>If you are eligible and we verify your identity we will provide you with:</i></p> <ul style="list-style-type: none"> <li>• <i>Categories of personal information (PI) collected about you</i></li> <li>• <i>Specific pieces of PI the business has collected about you</i></li> </ul> <p><i>Covering the 12-month period preceding your request</i></p>	<input type="checkbox"/> Yes   OR <input type="checkbox"/> No
<p><b>Detailed access request</b></p> <p><i>If you are eligible and we verify your identity we will provide you with:</i></p>	<input type="checkbox"/> Yes   OR <input type="checkbox"/> No

<ul style="list-style-type: none"> <li>• <i>Categories of personal information (PI) collected about you</i></li> <li>• <i>Categories of sources from which PI was collected</i></li> <li>• <i>Business or Commercial purpose for collecting or selling PI</i></li> <li>• <i>Categories of third parties with whom the business shares PI</i></li> <li>• <i>Specific pieces of PI the business has collected about</i></li> </ul> <p><i>Covering the 12-month period preceding your request</i></p>	
<p><b>Information about our disclosures of personal information</b></p> <p><i>If you are eligible and we verify your identity, we will identify the categories of personal information (PI) that we disclosed for a business purpose in the preceding 12 months and categories of third parties to who the PI was disclosed for a business purpose.</i></p> <p><i>Covering the 12-month period preceding your request</i></p>	<p><input type="checkbox"/> Yes   OR   <input type="checkbox"/> No</p>
<p><b>Deletion of personal information</b></p> <p><i>If you are eligible and we verify your identity, we delete your personal information (PI) from our business records.</i></p> <p><i>Covering the 12-month period preceding your request</i></p>	<p><input type="checkbox"/> Yes   OR   <input type="checkbox"/> No</p>
<p><b>Copy of my personal information</b></p> <p><i>If you are eligible and we verify your identity we will provide you with:</i></p> <ul style="list-style-type: none"> <li>• <i>Categories of personal information (PI) collected about you</i></li> </ul> <p><i>Covering the 12-month period preceding your request</i></p>	<p><input type="checkbox"/> Yes   OR   <input type="checkbox"/> No</p>

## V. Next Steps Once We Receive Your Request

We may need to obtain additional information from you to (1) verify your identity or verify you are authorized to make the request (in the event you are requesting information about someone other than yourself); (2) verify your eligibility to make a request; or (3) locate the information we have about you. If we need such information, we will follow up with you.

We endeavor to respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time, we will inform you of the reason and extension period in writing within forty-five (45) days of receiving your verifiable consumer request. If we deny your request, we will provide you with an explanation of the reasons we cannot comply with your request. Any disclosures we provide will only cover the 12-month period preceding receipt of your request.

[PROCEED TO SIGNATURE PAGE]

**VI. Signature and Acknowledgment**

I am the California consumer named in Part I of this document, and hereby request that Ludowici Roof Tile, Inc. fulfill my request as set forth in this form.

Signature: .....

Date: .....

**VII. Authorized Person Signature**

I am the authorized agent of the California consumer named in Part I of this document and I am authorized to make this request on his or her behalf, and hereby request that Ludowici Roof Tile, Inc. fulfill the request as set forth in this form.

Signature: .....

Date: .....

**IMPORTANT:** *If you have a power of attorney that has been issued under the California Probate Code that is applicable to this request or other proof that you are authorized by the consumer to act on his or her behalf, please email a copy of that power or attorney or other proof with this form.*